

Directions

Passages printed in the shaded boxes and preceded by the word **[SAY]** are instructions to students and are to be **read aloud exactly as they are written**. Pause periodically to make sure students understand these directions and answer questions about test directions as necessary. When referring to a particular area on the answer document, hold the document up and point to the proper area to help students find their place.

Beginning the MEAP Grade 7 Writing–Day 1 Test

*Distribute a Grade 7 Writing–Day 1 test booklet to every student. **Be sure to set aside a test booklet for the test administrator.** (The administrator will be directed to read selected parts to the students.) Distribute the Grade 7 Writing answer document. There is only **one** Writing answer document for **both** Day 1 and Day 2. Remind students not to open their test booklets until told to do so and to put away all other materials, including dictionaries, calculators, and other reference materials that may not be used during this test. No additional materials, including paper, may be used unless specified as an assessment accommodation. There is sufficient space in the answer document for students to provide a correct and complete response to the writing prompts.*

Students are not allowed to have food, drinks, or snacks on their desk or table during the test. If a student must have any of these items during the test due to medical reasons, the items must be stored away from the test surface (under seats, on the floor, etc.).

[SAY] Do not open your test booklet until told to do so.

During this test, you must turn off and put away all electronic devices, including cell phones and media players like iPods®. You may not use a calculator, dictionary, or other reference material on this test. The only items you may have on your desk or table are the materials necessary for the test.

All answers must be marked in your answer document using a No. 2 pencil only.

Make sure that you have a Fall 2012 MEAP Grade 7 Writing–Day 1 test booklet.

Write your name on the line labeled Student Name on the front cover of your test booklet.

[SAY] Please look at your Fall 2012 Answer Document for Grade 7 Writing–Days 1 and 2. Box 8 in the lower left-hand corner should contain your name and other information. Raise your hand if your name does not appear in this box or if the label is missing.

*Make sure each student has his or her own 2012 MEAP Grade 7 Writing Days 1 and 2 Answer Document before the test begins. If a student's name is misspelled in Box 8, corrections can be made at a later date prior to the return of materials to the scoring contractor. Immediately notify the school MEAP coordinator, who can help you resolve this problem after the test is completed. **Every student answer document must have the correct preprinted information or bar code label affixed before being returned to the scoring contractor.***

Test administration may proceed.

[SAY] Look at the top of your answer document. Print your name (no nicknames) on the first line.

Print your teacher's full name on the second line.

Next to the word School, print your school's name. (Do not use abbreviations.)

Next to the word District, print your district's name. (Do not use abbreviations.)

Instruct students to give the full name of the teacher, school, and district. For Public School Academies, leave the District name blank. This information may be posted so that all students can see it (e.g., on a whiteboard, smartboard, etc.). Give students time to complete this information.